

## VA Catalog Analysis Checklist

Name of School: \_\_\_\_\_

Physical Address of School: \_\_\_\_\_

Address of Administrative Offices: \_\_\_\_\_

Catalog Certified by: \_\_\_\_\_ Catalog Publication Date: \_\_\_\_\_

Accredited by: \_\_\_\_\_ Catalog Volume Number: \_\_\_\_\_

Required Information	Page Number(s)
<p><b>Catalog Certification Statement</b>            This <u>exact</u> statement must be included in the catalog; it may be affixed to the catalog on a label if desired. Sign and date next to statement.</p> <p>“Catalog certified as true and correct for content and policy.”</p>	
<p><b>Veterans Benefits Approval Statements</b>            These <u>exact</u> statements must be included in the catalog. Insert the name of the school for in the (School Name).</p> <p>"Selected programs of study at (School Name) are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC."</p> <p>“(School Name) does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.”</p>	
<p><b>Description of Program(s)</b>            Provide a description of each program the school offers. Also, indicate what types of instruction the school offers:</p> <ul style="list-style-type: none"> <li>• Classroom Lecture</li> <li>• Hands-On</li> <li>• Lab</li> <li>• Internship/Externship</li> <li>• Field Experience</li> <li>• Independent Study Internship/Externship</li> <li>• Credential Awarded</li> </ul>	
<p><b>Facility Description</b>            Include the following:</p> <ul style="list-style-type: none"> <li>• Description of facility and equipment used for training</li> <li>• Maximum class size</li> <li>• Average student to teacher ratio</li> </ul>	
<p><b>Owners and Officers</b>            Include names of owners with 10% or more equity ownership, and officers including governing body and administration.</p>	
<p><b>Faculty</b>            Include names and qualifications of all faculty members.</p>	

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<b>Academic Calendar</b> Include the following: <ul style="list-style-type: none"> <li>• Start and end dates of your program(s)</li> <li>• Hours of operation</li> <li>• Observed holidays</li> </ul>	
<b>Admission Policies and Procedures</b>	
<b>Credit Hours</b> If instruction is calculated in credit hours, provide a statement describing the contract hour conversion formula used by the school.	
<b>Policy for Evaluating and Granting Credit for Prior Education/Experience</b>	
<b>Program Completion and Graduation Requirements</b>	
<b>Satisfactory Refund Policy</b>	
<b>Program Costs</b> Tuition, fees, deposits, other charges. Include special tuition and fees for veterans, if any.	
<b>School Policies and Procedures</b> Include school's policies for: <ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Absences</li> <li>• Unsatisfactory attendance</li> <li>• Makeup work</li> <li>• Interruptions</li> <li>• Cause for dismissal</li> <li>• Conditions for readmission</li> <li>• Student Conduct</li> <li>• Family Educational Rights and Privacy Act (FERPA)</li> </ul>	
<b>Standards of Progress</b> <ul style="list-style-type: none"> <li>• Grading system</li> <li>• Transcripts/Grade Reports/Permanent Records</li> <li>• Minimum grades considered satisfactory</li> <li>• Conditions for interruption for unsatisfactory grades</li> <li>• Probationary period</li> <li>• Conditions for re-entrance for students dismissed for unsatisfactory grades</li> </ul>	
<b>Description of Support Services</b> Provide description of the following: <ul style="list-style-type: none"> <li>• Academic Advising</li> <li>• Counseling Services</li> <li>• Financial Aid</li> <li>• Placement Services</li> </ul>	